

State Agency Scorecard Pollution Prevention Ideas

Waste Reduction and Recycling:

Office Paper Waste Reduction:

- ☐ Use bulletin boards and electronic mail instead of sending paper copies. Send printed pieces with brief information that refers reader to web site links for more detailed information.
- ☐ Make double-sided copies when possible.
- ☐ Set printer defaults to print double-sided.
- ☐ For short memos and announcements, use one-half a page instead of a full page.
- ☐ Use lighter weight papers, when possible.
- ☐ For paper copies, send copies to divisions or departments to share with respective staffers.
- ☐ Cancel unwanted or duplicate subscriptions to periodicals and journals.
- ☐ Use revision features in word processing software instead of printing out drafts and making hand-written comments.
- ☐ Reuse draft and computer paper for notes and scrap paper.
- ☐ Post office announcements in central locations rather than distributing copies
- ☐ Reformat faxes to omit cover sheets.
- ☐ Preview documents before printing.
- ☐ Print only needed pages rather than an entire document.

Purchasing:

- ☐ Assess inventory levels and sharpen controls to avoid excess inventory levels.
- ☐ Track items w/ expiration dates; don't overstock.
- ☐ Purchase items of good quality; avoid trash in/trash out.
- ☐ Calculate the following when making purchasing decisions: the quality of performance and durability of product, with the cost of supplies and maintenance and any disposal costs.
- ☐ Conduct routine maintenance and cleaning on products and equipment for longer product life.
- ☐ Establish exchanges for reusable or surplus items; set up a room or area for this purpose.
- ☐ Write into contracts that vendors will take back packing materials, and pallets. Request that they refill containers.
- ☐ Purchase in bulk and avoid individual packaging, where feasible.
- ☐ Consider trade-in agreements for equipment and materials to avoid disposal issues and related costs.
- ☐ Plan ahead and back haul materials whenever possible.
- ☐ Reuse packaging materials.
- ☐ Purchase of recycled-content paper & paper towels
- ☐ Purchase environmentally-friendly cleaners and/or buy cleaners in bulk dispensers.

Other Waste Reduction Ideas:

- ☐ Plan green meetings and conferences, using electronic means to publicize them, eliminating unnecessary handouts, limiting use of non-recyclable food service items and providing recycling opportunities for attendees

- ☐ Encourage employees to bring washable mugs to work rather than using disposable cups.
- ☐ Encourages employees who bring their lunch to work to carry it in a lunch box and to use washable containers rather than in plastic wrap or sandwich bags.
- ☐ Buy sugar and creamer in large packages; avoid single serving sized packets.

Recycling:

- ☐ Paper recycling:
 - ☐ White
 - ☐ Mixed
 - ☐ General
 - ☐ Confidential
 - ☐ Newspaper
 - ☐ Cardboard
 - ☐ Telephone directories
 - ☐ Magazines, brochures, publications, etc.
- ☐ Bottles/Cans
 - ☐ Glass
 - ☐ Plastic
 - ☐ Aluminum
 - ☐ Tin/Steel cans
- ☐ Composting:
 - ☐ Food waste
 - ☐ Yard waste
- ☐ Electronic wastes (computers, faxes, monitors*)
- ☐ Batteries *(NiCd & lead-acid)
- ☐ Printer Cartridges
- ☐ Fluorescent lamps & ballasts*
- ☐ Miscellaneous Materials:
 - ☐ Carpeting
 - ☐ Construction debris
 - ☐ Electronics: computers, phones, etc.
 - ☐ Glass
 - ☐ Photographic film
 - ☐ Textiles
 - ☐ Tires
 - ☐ Wood pallets
 - ☐ #1 Plastic (PETE)
 - ☐ #2 Plastic (HDPE)
 - ☐ Plastic drums
 - ☐ Miscellaneous plastic
 - ☐ Ferrous scrap metal
 - ☐ Non-ferrous scrap metal

* Note: These items are required to be recycled or else they must be disposed of as "hazardous wastes."

Energy Conservation:

- ☐ Use of EnergyStar equipment (consider using the EnergyStar benchmarking tool for commercial real estate www.energystar.gov)
- ☐ Encourage employee use of public transit/ridesharing
- ☐ Encourage telecommuting, carpooling to meetings and conference calls
- ☐ Purchase and use of fuel efficient agency vehicles, including flex-fuel and hybrids
- ☐ Install light sensors in rooms
- ☐ Use of compact fluorescent bulbs
- ☐ Preferred parking for electric or natural gas vehicles and bicycles
- ☐ Efficient lighting:
 - ☐ Sensors
 - ☐ Efficient fluorescent ballasts (T-8's or T-5's)
- ☐ Use of long-lasting, efficient LED exit signs
- ☐ Encourage people to save energy by using stairs rather than elevators and manual rather than automatic doors.

Support Mass transit, Carpooling & Telecommuting:

- ☐ Encourage employee use of public transit/ridesharing
- ☐ Encourage telecommuting, carpooling to meetings and conference calls
- ☐ Purchase and use of fuel efficient agency vehicles, including flex-fuel and hybrids
- ☐ Preferred parking for electric or natural gas vehicles and bicycles

Water Conservation:

- ☐ Low flow restrictors (high pressure) on faucets & shower heads
- ☐ Sensors on faucets, toilets
- ☐ Low flow toilets
- ☐ Preventative maintenance of drips and leaks

Green Building:

Landscaping:

- ☐ Capture/use of stormwater for irrigation (ex. rain barrels and/or cisterns)
- ☐ Use of rain meters to minimize needed watering
- ☐ Minimizing impervious surfaces
- ☐ Use of rain gardens to capture stormwater and encourage infiltration (www.dof.virginia.gov/rfb/rain-gardens.shtml)
- ☐ Replacing lawns with mulched beds and drought-resistant species
- ☐ Organic fertilizers & efficiently timed applications
- ☐ Buffer strips around all water bodies
- ☐ Use of native vegetation
- ☐ Consider use of "BayScapes" (www.fws.gov/chesapeakebay/Bayscapes.htm)
- ☐ Integrated Pest Management (plan to use only what is needed or use natural predators and organic applications)

Green Building Maintenance:

- ☐ Preventative maintenance of all vehicles and equipment

- ☐ Use of indoor plants to assist in indoor air filtering
- ☐ Last-in/first-out inventory systems to reduce unnecessary wastage
- ☐ Effective systems of storage, labeling, handling of hazardous materials
- ☐ Recycling vehicle fluids*
- ☐ Using aqueous parts cleaners versus hazardous solvents
- ☐ Covering, distilling, and reusing solvents
- ☐ Use of latex paints*
- ☐ Minimizing use of HVAC/cooling tower chemicals through magnetic or ionic-flux mechanisms
- ☐ Reusing cooling tower waters as much as possible and minimizing de-scale and antibacterial chemicals
- ☐ Reuse/donation of unused materials
- ☐ Policy to use "dry" clean-up methods (versus using spray water)
- ☐ Plug drains in maintenance shops so that spills are not discharged to sewer/ storm sewer
- ☐ Efficient HVAC
- ☐ Add Insulation
- ☐ Storm windows
- ☐ Tinted windows
- ☐ Low flow restrictors (high pressure) on faucets & shower heads
- ☐ Sensors on faucets, toilets
- ☐ Low flow toilets
- ☐ Preventative maintenance of drips and leaks

Green Construction:

- ☐ Consideration of LEED (www.usgbc.org/) certification for new, renovated or existing buildings
- ☐ Use of "sustainable" building materials:
 - ☐ Carpets with recycled content and no-volatile organic chemicals (VOCs)
 - ☐ Furniture made from bamboo or other sustainable crops
 - ☐ Fabrics for furniture and wall paper with no-VOCs or w/recycled content/natural fibers
 - ☐ Reused building materials
 - ☐ Vintage flooring and beams, stonework, and fixtures
- ☐ Recycling of construction/ renovation materials
- ☐ Green roofs (www.greenroofs.com/)
- ☐ Building orientation to maximize natural lighting, heating and cooling
- ☐ Add insulation
- ☐ Storm windows
- ☐ Tinted windows
- ☐ Solar panels/sky lights/natural lighting design
- ☐ Efficient lighting:
 - ☐ Sensors
 - ☐ Efficient fluorescent ballasts (T-8's or T-5's)
- ☐ Directional lighting (parking areas, outdoor, non-dome lights that do not cause energy-wasting light pollution)
- ☐ Use of long-lasting, high efficiency LED exit signs

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Helpful pollution prevention links for put together for federal agencies by EPA that may be useful for Virginia state agencies:

Greening Your Meetings and Conferences

www.epa.gov/opptintr/epp/pubs/meet/greenmeetings.htm

Greening Your Purchase of Cleaning Products

www.epa.gov/opptintr/epp/pubs/clean/cleaning.htm

Greening Your Purchase of Carpet

www.epa.gov/opptintr/epp/pubs/carpet/carpets2.htm

Greening Your Purchase of Copiers

www.epa.gov/opptintr/epp/pubs/copiers/copiers.htm

Integrating Green Purchasing into Your Environmental Management System

www.epa.gov/opptintr/epp/pubs/grn-pur/green-pur-ems.htm

Green Purchasing Case Studies

www.epa.gov/opptintr/epp/pubs/doccase.htm

Energy Efficiency Tips for Governments via the EnergyStar Program

www.energystar.gov/index.cfm?c=government.bus_government